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DENISE F. STANLEY
CLERK OF THE SUPERIOR COURT
YUMA, ARIZONA 85364

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

In re the establishment of:)
) Administrative Order 93-1
THE POSITION OF INDIGENT)
CRIMINAL DEFENSE INVESTIGATOR.)
-----)

To provide investigation services to court-appointed attorneys representing indigent defendants in criminal cases pending in this court, it is ORDERED:

1. The position of Indigent Criminal Defense Investigator is hereby established, effective this date.
2. The position is established under paragraph 15.06, Judicial Merit System, as unclassified, part-time employment.
3. Persons employed by the court in this position shall perform the duties and kind of work, and shall possess those qualifications, described in the attached Exhibit A.
4. The position shall be under the general supervision of the Court Administrator.

DATED this 4th day of January, 1993.



Presiding Judge

"EXHIBIT A"

INDIGENT DEFENSE CRIMINAL INVESTIGATOR

NATURE OF WORK:

Under the general supervision of the Court Administrator, performs investigative work of moderate difficulty for obtaining information for court-appointed attorneys on criminal cases.

TYPICAL DUTIES:

Locates and interviews witnesses in criminal matters; confers with assigned court-appointed attorney in trial-related requests for investigation; submits written reports and maintains records; serve subpoenas and testifies in court proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of:

- law enforcement principles, practices, methods, techniques and equipment;
- practices and principles of investigative work.

Good knowledge of:

- relevant laws, rules, regulations;

Skills in:

- interviewing, documenting, oral and written reporting, maintaining confidentiality and investigative techniques.

Ability to:

- apply modern law enforcement principles and practices to investigative work;
- analyze and interpret reports, statements or evidence obtained by law enforcement or prosecutors;
- precisely document time spent, activities and

results;

-- follow instructions and requests of attorneys as related to assigned case specific investigations;

-- analyze and react with good judgment in complex and difficult situations or circumstances related to investigations.

MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent; five (5) years law enforcement or investigative work experience; or any combination of academic education, professional training or work experience which demonstrates the ability to perform the duties of the position. Must possess and maintain a valid Arizona driver's license and have reliable transportation.

Within the Judicial Merit System, this position is part-time, unclassified service. The hours worked are variable, based solely on court needs. The position is FLSA exempt.